

CLASSIFICATION
Unclassified

1961



Approved For Release 2005/11/21 : CIA-RDP70-00211R000700200006-5

SUGGESTION NO. *62-28*
(Do Not Write in This Space)

TO WHOM IT MAY CONCERN

THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.

DATE
18 July 1961

NAME OF SUGGESTER

POSITION/TITLE

Branch Chief

GRADE

GS-14

ROOM

2038

BUILDING

L

OFF/DIV/BRANCH

DDP

TELEPHONE

IF CONSULTATION IS REQUIRED, MAY WE REFER YOUR NAME TO THE EVALUATOR?

☒

YES

NO

TITLE OR SUBJECT OF SUGGESTION

Files

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PRESENT METHOD

One of the biggest space-wasters in safes is the case/officer's or supervisor's overnight work or (IN) box. Placed lengthwise in the safe drawer, it takes up about sixteen inches (nearly 2/5) of a safe drawer. About two years ago I noticed an article in the Support Bulletin about metal boxes which could fit at right angles to the safe drawers and could be used either to store materials permanently or for current work. These boxes have a lid which clamps on, a handle to be carried by (like a brief case), and are about four inches deep--adequate for storing the average overnight work load. They take up only four inches of drawer space. When I ordered several at a previous post, they were already rendered obsolete because in the meantime new safes were on

I SUGGEST order, whose drawer width was too narrow for these boxes--and for ordinary file folders--by about 1/16th of an inch.

My suggestion is very simple: to procure boxes slightly shorter than those which are now obsolete and make a serious effort to enforce their use in the new Agency quarters.

Phoned this man on 7/25/61 - He is happy that the Agency is doing something about the problem. P.H.

ADVANTAGES

The use of these boxes will reduce space for overnight materials by 75%. I am now using such a box myself, but only because I happen to have an old-fashioned wide-drawer safe. In addition, the box plus lid can be used during the working day to separate IN and OUT or ACTION and HOLD materials. Since they have rubber buffers on the outside, they also protect the surface of desks and tables. Although I am unfamiliar with the cost of metal boxes, it might be possible to obtain some made of heavy reinforced paper to reduce that item further. In any case, I am sure that it would take many boxes to equal the cost of one safe drawer.

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